



# TheStandard®

Standard Insurance Company  
Individual Annuities 800.247.6888 Tel 800.378.4570 Fax  
1100 SW Sixth Avenue Portland OR 97204  
www.standard.com annuitynewbiz@standard.com

## New Business Checklist

Be sure you're using the most recent forms from our website each time you start a new application. Start at [www.standard.com/annuities](http://www.standard.com/annuities). Select your distributor relationship. Then choose Find Forms and Materials to search for the forms you need.

Review each section prior to submitting the application to ensure accuracy and efficient processing. Product specific training is required for all products solicited by a licensed agent.

### 1 Application

- Indicate which product the client is requesting.
  - For MCA products: Select your liquidity option.
- Index products: Complete the Allocation Direction between the available index and fixed interest accounts. Account allocations must equal 100%.
- For eligible products, choosing to receive interest paid as earned or direct deposit will require additional forms:
  - Interest paid as earned: Our Substitute IRS Forms W-4P and W-9 form 5031 is mandatory.
  - Direct deposit: Include our Request to Initiate/Change EFT of Annuity Payment form 11426 and a blank, voided check.
- Indicate the source(s) of funds: New Investment/1035 Exchange/Transfer/Rollover.
- Select the contract type: Non-Qualified/Traditional/Roth IRA, etc.
- For Spousal Inherited IRA include:
  - Our Substitute IRS Forms W-4P and W-9 form 5031.
  - Our Request for Inherited Individual Retirement Annuity form 13668.
  - A copy of the death certificate.
- Beneficiaries: Provide the name, relationship to contract owner, address, and percentage for each beneficiary listed. Percentages for each beneficiary class must total 100%. Include beneficiary social security numbers when available.
- Answer all Applicant and Insurance Broker Declarations in Section 11:
  - Declarations A and B: Does the applicant have existing life or annuity policies? If yes, include state-specific replacement forms found on our website.
  - Declarations A-H: Verify the client and producer declaration answers are consistent.
  - Declaration F: Most deferred annuity products offered include a Market Value Adjustment feature. Policies sold in CA do not have an MVA.
- For electronic delivery, include client and producer email addresses.
- Each producer must complete product training before signing the application.
- For applicants purchasing an annuity contract outside of their state of residency, complete and sign Cross Border/Non-Resident Sales Form and Policy form 24045. Residents of MA, MN, UT and WA are not eligible for cross border sales.

### 2 Suitability

- Answer all questions and sign where indicated.
  - Ensure section E, Broker Declarations and Acknowledgment is complete.
  - Ensure section F, Owner(s) Declarations and Acknowledgment is complete.
- For Restricted SPIAs, use our Restricted SPIA Annuity Suitability Customer Profile form 22062.

### 3 Disclosure Form

- Complete and sign the state-specific disclosure. These are available on our website and can be filtered by state.

### 4 Replacement Forms

- Some states require a Notice of Replacement of Life Insurance or Annuities form with all applications. Complete the state-specific replacement form(s) for all applications in these states. These forms are available on our website and can be filtered by state.
- Submit an illustration when replacing an existing life insurance or annuity contract. You can run an illustration from our website.

### 5 Transfer Paperwork (Our Request for Rollover, Transfer or Exchange form 12213)

- Ensure section 2, Existing Policy or Account information is complete.
- Complete Transaction Type section 3A for pending, qualified funds or section 3B for pending, non-qualified funds.

### 6 Restricted SPIAs (Our Individual Single Premium Immediate Annuity Application form 15789)

- Use state-specific forms.
- Include our Contract Endorsement - Restriction of Contract Provisions form 20778.
- Include a signed illustration.
- Include our Substitute IRS form W-4P and W-9 form 5031.
  - Include a state-specific W-4 withholding form. The W-4 form is mandatory for the following states: AR, AZ, CT, GA, IN, MI, MN, MO, MT, NE, WI, WV.
- For beneficiaries, include: name, relationship to contract owner, address, and percentages. Percentages for each beneficiary class must total 100%. Include beneficiary social security numbers when available.
  - Determine if the state requires to be named as a primary and/or contingent beneficiary. We highly recommend the client consults with an elder law attorney regarding the purchase of this annuity.
- Complete our Restricted SPIA Disclosure form 12990.
- Include our Restricted SPIA Annuity Suitability Customer Profile form 22062.
- If the Restricted SPIA is signed by Power of Attorney, review the legal review requirements section on page 3.

## Authorized Signatories and Non-natural Ownership

### 7 Trust Owned Policies

- Complete our Certification of Trust Document and Trustee Powers form 21647.
- Include the title page, the first page of the trust, with full legal name, TIN, etc.
- Include the signature page(s) of the trust with date of execution.
- Include any pages or amendments needed to reflect current trustees.

### 8 Power of Attorney

- Include our Annuity Application Affidavit and Indemnity Agreement form 14389. The powers for these actions must be included in the body of the POA documents.



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**Annuity Application Affidavit and  
Indemnity Agreement**

I, the undersigned, being first duly sworn, on my oath state the following:

1. **POA/Attorney-in-fact** \_\_\_\_\_, Attorney-in-fact under a Power of Attorney executed by **OWNER** \_\_\_\_\_, (hereinafter Applicant) on (date) **4/8/2021**

I am authorized to handle certain affairs of the applicant pursuant to authority granted to me in the Power of Attorney.

2. A certified true copy or the original Power of Attorney is attached.

3. The Applicant named above was competent at the time the Power of Attorney was executed, and is still living as of the date this affidavit is signed. No conservator or guardian has been appointed for the applicant, and it is not anticipated that one will be appointed and

A.  The applicant remains competent  
B.  The applicant is presently disabled or incapacitated

4. I make this affidavit pursuant to the powers granted to me in the Power of Attorney for the purpose of inducing STANDARD INSURANCE COMPANY to process, with the intent of issuing, the attached application for an individual annuity.

**This section must be completed**

- The affidavit must be notarized.
- Include all POA documents for legal review. These must be legible and notarized.
- If a successor Attorney-in-Fact is acting with POA, include:
  - Death certificate.
  - Affidavit showing listed AIF cannot act on their own behalf.
  - Letter from listed AIF stating they are resigning as AIF.

### 9 Business Owned

- Include Business Entity Resolution Certification form 22939.

### 10 Pension Plans

- Include pension documentation with the signature page.